



LIBRARY OF VIRGINIA

EXECUTIVE ASSISTANT

Position #00010 (Full-Time), Pay Band 3

Administrative and Office Specialist III; 19013

Salary Range: \$31,886 to \$61,851 (commensurate with experience)

Open to General Public

Open Until Filled

The Library of Virginia is seeking an Executive Assistant to provide high-level administrative and secretarial support to the Librarian of Virginia, the Deputy of Collections & Programs, members of the Library Board, and the staff and departments that report directly to the Office of the Librarian of Virginia. We're looking for someone who can effectively interact with government officials, community organizations and leaders, historians, authors, and library lovers. Founded in 1823 and one of the oldest agencies of Virginia government, the Library of Virginia was created to organize, care for, and manage the state's growing collection of books and official records – many of which date back to the early colonial period. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 40% - Executive Support for Librarian of Virginia and the Office of the Librarian
- 25% - Library Board
- 20% - Literary Awards Support
- 10% - Executive Office Support
- 05% - Foundation Office Coordination

REQUIRED QUALIFICATIONS

- High school diploma or equivalent;
- Must demonstrate a history of progressive work experience including work in a professional environment providing support to executive or mid-level managers;
- Considerable knowledge of:
 - Office protocol, practices, and procedures;
 - Spelling, punctuation, and grammar;
 - Windows and the latest version of Microsoft 365 applications
 - Managing Agency Head Calendar;
- Excellent writing, editing, communication, and interpersonal skills;
- Ability to organize tasks, to work independently, and to coordinate multiple priorities;

- Demonstrated ability to handle confidential and sensitive information; and
- Demonstrated ability to resolve problems that arise in the course of day-to-day work, and to work professionally and collegially with colleagues, the general public, government officials, and representatives of other state agencies.

PREFERRED QUALIFICATIONS

- Post high school education highly desirable;
- Graduation from a community college, business college, or college preferred;
- Knowledge of the structure of Virginia state government;
- Knowledge of state travel and procurement requirements; and
- Knowledge of and experience with the state's central financial management system (Cardinal).

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Executive Assistant - Richmond, Virginia, United States](#) for position #00010. **This position is open until filled.**

Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time. Questions should be directed to humanresources@lva.virginia.gov.

Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov. **An EEO/AA/ADA Employer**

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.